

S. Policies and Procedures of the Committee on Academic Affairs

The Committee on Academic Affairs (henceforth CAA or the Committee), as provided for in the Statutes,¹ is a standing committee in the faculty and administration shared governance system of the University. It is responsible for all undergraduate courses, programs, and policies. It is also charged with being concerned with the quality of instruction, academic advisement, and aspects of the Library and Continuing Education programs, as defined by the Statutes.

II. The President annually appoints the members of the CAA. The Committee is composed of about 15 active faculty including the Academic Vice President ex officio and two student members from the student government. Ex officio members and student members are full voting members. The Committee elects the Committee Chair and Secretary annually. As defined by the Statutes (as revised May 2003), Chairs are be elected from faculty members with previous service on the Committee.

III. The Committees policies and procedures:

1. An electronic copy of the proposal must be sent to the CAA Chair no later than 10 business days prior to the meeting. A hard copy of the proposal, signed by the appropriate supervisor, should also be sent to the CCA Chair; this is the official copy of the proposal. Only the head of an academic or administrative unit may submit proposals. Individual faculty may not submit course or program proposals except through their unit head. Proposals for the addition of new programs must be submitted to the Deans Council prior to submission to the CAA.

2. The Chair distributes electronic copies of the proposals, along with an agenda and minutes of the previous meeting, to the Committee members.

a. Proposals are sent to committee members one full work week before the meeting in order for the members to be able to carefully read and consider them. This policy may be suspended item by item by majority vote at the meeting.

b. Copies of the proposals, agenda, and minutes are sent to each school Dean.

3. The Approved Proposal Form is to be used for submissions to this Committee as well as to the Teacher Education Council and to the Committee on Graduate Affairs.

a. The Committee on Graduate Affairs has responsibility for the graduate courses, programs, and policies.

b. All courses, programs, and policies pertaining to teacher certification programs are to be approved by the Teacher Education Council before submission to either the Committee on Graduate Affairs or the Committee on Academic Affairs.

c. One category of submission on the proposal form is Revision submitted for file. Examples of this are course name or number changes where the course remains substantially the same. New course outlines with the changes need to be submitted for file. Revisions submitted for file are not put to a vote but recorded in the minutes and forwarded along with approved proposals. The Committee may decide that the proposal is in fact a Substantive Change and put it to a vote.

4. The proposers or their designees are required to attend the meeting when the Committee considers the proposal. The purpose of attendance is to hear the discussion and to respond to any questions the Committee might address. The proposer is not expected to make statements of explanation or support unless requested. The proposal should therefore be self-explanatory and thoroughly prepared. If the proposer or his or her designee is not in attendance, the Committee will table the proposal. The proposer or designee does not have the right to make a presentation but may be invited to do so by the Chair.

5. Meetings are conducted according to Roberts Rules, current edition.

6. A quorum is a majority of the members working on campus that term.

7. The minutes from the previous meeting are considered first and approved. Next, a date for the next meeting is agreed upon. Although not according to Roberts Rules, the Chair with the informal agreement of the Committee may change the order of the agenda.

8. As provided in the Statutes, there are two standing subcommittees of the CAA: Academic Advisement and Academic Standards. The CAA Chair appoints the members and Chairs of the sub-committees.

a. The Academic Advisement Sub-committee has responsibility for examining

or developing proposals relating to academic advisement.

b. The Academic Standards Sub-committee usually handles all other sub-committee work although ad hoc sub-committees may be appointed.

9. Requirements for items to be included with a proposal for a new or substantially revised course and new programs or program revisions are itemized at the bottom of the second page of the current proposal submission form. If a proposal contains minor errors, the Committee may note these, and the proposal may be approved with the understanding that the submitting unit will provide the Chair with a corrected version before the proposal is forwarded. Proposals that contain numerous spelling or grammatical errors or substantive omissions may for those reasons be tabled for correction and re-submission.

10. The proposal submission form provides for categorization of all approved proposals as to whether or not the proposal does or does not need to be submitted to the Faculty Senate and from there to a General Faculty meeting.

a. Proposals that must go to the Faculty Senate and the Faculty include new programs, substantive program changes, establishment of or substantive revision in policies, and all changes in the Core Curriculum, Physical Education requirements, and UNIV 1000.

b. Proposals that do not need to go to the Faculty Senate include new courses (unless including program changes), course revisions, minor program revisions (as a change in major elective choices), and minor policy changes. For example, the establishment of a policy to allow CLEP credit and the establishment of passing scores would need to go to the Senate; changing a few of the passing scores would not.

c. The Committee may decide to submit other items to the Faculty Senate based on the nature of the change, number of students affected, or widespread faculty interest.

11. If a proposal is approved, the Chair will sign and date on the appropriate line of the proposal form.

12. As soon as is convenient following the meeting, the Chair will assemble packets of the agenda, approved minutes of the previous meeting, a draft of the minutes for this meeting, and copies of all proposals. The packets are forwarded to the President, the Academic Vice President, the Dean for Academic Services and Special Programs, the Registrar, and to the James Earl Carter Library for file.

¹Refers to Statutes dated September 1999.